

PROPOSAL CHECKLIST

CONCEPTUAL: A Carrier's formal letter to Airspace detailing the proposed facility, including:

1. Name of Caltrans' contacts to date and issues discussed to date, if any, regarding the proposal.
2. Description of the proposed facility (type, height, area needed).
3. Location - site address, route, or other identifier (e. g., SW corner of the Tahoe City Maintenance Yard) and a map depicting the proposed Facility.
4. Diagram of the proposed facility depicting how access and utilities will be obtained.
5. Any additional information that might be helpful in "visualizing" the proposal and its potential impacts on the surrounding facilities, i. e., altered photos showing the proposed facility.
6. Narrative describing the proposed facility, time frame, and maintenance schedule.

PRELIMINARY: The Carrier's formal package to Airspace detailing the proposed facility, including:

1. Copy of the conceptual approval letter and any follow- up letters or discussions related to the issues raised during the conceptual phase.
2. Plans (one full size original, a minimum of four reduced to 8.5" x 11") detailing the exact location, size, and method of installation for all permanent improvements, including:
 - ◆ A plot plan, property dimensioned, showing the location of the proposed facility (noting additional area needed for construction, if applicable), and its relationship to any and all existing facilities at the site.
 - ◆ Technical specifications on the radio transmissions and equipment that will be used.
 - ◆ Landscaping details to include methods to prevent soil erosion or to protect slopes.
 - ◆ Fencing, sidewalks, signs and other minor improvements.
 - ◆ Access way, parking areas and identification of any areas to be paved or striped (including the materials to be used).
 - ◆ Utilities (including trenching specifications).
3. Approximate cost of project, including construction, permanent improvements to site, removal improvements (not including the radio equipment), and required upgrades.
4. Project time frame.
5. Lease term requested and any option periods needed. (Standard is ten years with three 5- year options.)
6. Carrier's name: what entity goes on document as licensee.
7. Name of the Project Manager (employee, broker, or consultant) representing Carrier authorized to negotiate with Caltrans and assist District Airspace Manager (Airspace) in processing the document.
8. Name of the Carrier's Radio Frequency (RF) Engineer who will work with Office of Radio Communications Engineers (Telecom Engr) regarding review of plans and specifications and possible sharing of the facility.

9. Narrative describing how installation and construction will be performed in order to minimize the impact on Caltrans' operations (e. g., traveling public, commuters at a park and ride, workers at a maintenance station).
10. A non- refundable administration fee of \$1,000.00 to cover the staff costs related to the review of the preliminary proposal.
11. Additional fees may be charged by Department of General Services (DGS) if studies of potential interference are required because of the proximity of the proposed facility to other telecommunications facilities operated by other governmental entities.
12. Copy of the district's permit to test.
13. Further details of the monthly maintenance schedule of activities (e. g., the types of vehicles and equipment to be used, general locations of the vehicles and equipment during typical maintenance operations, identification of any vehicles and equipment that will be stored on the site).
14. Anticipated method of installation for Caltrans' equipment - and if at the time of Carrier's initial construction, identification of who will do the installation (and approximate cost if by the Carrier).
15. Responses to all the issues raised during the conceptual DARC.

FINAL: Carrier submits final construction plans detailing excavation, trenching and utilities, addressing all concerns from the preliminary DARC. Airspace, HQ Telecom and FHWA all requests a final review. A formal letter from Airspace to Permits, with a copy to the Carrier, stating that the Carrier has complied with all requirements to obtain permission to construct, including:

1. Environmental Document.
2. Final DARC review of construction plans.
3. Building Permit.
4. Application for Encroachment Permit.
5. FHWA and Telecom Engr final approval of the construction plans.
6. Annual maintenance permit to maintain the equipment located inside the right of way.
7. Copy of the legal description submitted to Public Utilities Commission (PUC).
8. Payment of the annual base license fee through the remaining state fiscal year (June 30th).
9. Identification of Caltrans equipment to be installed on the facility.
10. Responses to all the issues raised during the preliminary DARC.
11. Final construction schedule - who, what, when, where.

